



(*) Technical Instructions to Give a Great Virtual Presentation

- ✓ **Practice** Your Virtual Presentation (Twice) and Test Your Audio, and Test it Again. We encourage you to create a script of exactly what you want to say, read it out aloud, and time it. Record yourself presenting from start to finish (no stopping to fix something). Watch the recording later and make improvements. Do it again.
- ✓ Record in a **bright and quiet space**. Record during the day when the sun is up and shining.
- ✓ Have a **clean background**, use as much light as possible (window light is perfect, let some sunshine in). A desk lamp right next to you will make the picture look less grainy. Too much light from behind leaves you featureless. Check that you are lit from the front, not from behind.
- ✓ **Use Slides**- The presentation can be supported and improved with slides.
- ✓ **Microphone** - It is recommended that the participants in the meeting make use of headphones (although if the space where they are located is quiet, this would be enough). Do not touch the microphone while speaking & avoid having noisy accessories (bracelets, tapping a pen, etc).
- ✓ If you use the internal mic from your laptop or device, make sure you are close enough, great audio is a goal too.
- ✓ **Camera** - either an internal webcam or external web/camera. Try not to move your laptop or device during your talk, it can cause shaking.
- ✓ **Composition** - Check that you are looking straight at the camera and your video feed is framing the upper part of your torso and your head. Have your whole head in the shot, it looks much more professional. Try not to cut off your head.
- ✓ **Presentation/Demo** – If you use your laptop always put to full screen, hide your mouse cursor and the “sharing screen” bar that shows at the bottom.
- ✓ **Reminder**- Remember that the duration of the video cannot exceed the 5 minutes. Later, the video in Scipedia can be replaced by a longer one of maximum 20 minutes. Don't forget to introduce yourself and smile! Make a good impression on the viewers.